



OTAG Administrative POLICY BULLETIN

Effective Date: 22 October 1999

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OTAG Administrative Policy Bulletin - Format

This bulletin provides the Office of the Adjutant General (OTAG) personnel with the new format in which OTAG admin policy and administrative instructions will be distributed. Each bulletin will be assigned a number and title for reference purposes. Additionally, each bulletin will include an effective, and expiration date. Any OTAG staff elements wishing to utilize this process need only to submit their requirements in memorandum format to Records Management, Box 35 or e-mail to CAJS-RM for formatting, numbering and distribution. A final draft will be provided to users for review and correction prior to printing and distribution.

Examples of appropriate use of the Policy Bulletin may include such items as: how to obtain a building security pass; business cards; a Federal or State vehicle; printing request; make conference room reservations, or use of the OTAG fitness center; .

Your questions and comments relative to this new process are welcome and encouraged. I have asked my Records Management office to provide for the day to day oversight of this function. You may contact them at extension 63111. All members of the office are familiar with the revised program and should be able to answer any questions or resolve any concerns you may have. As a final thought these bulletins are to be concise and are not designed to reprint existing policy such as regulations, circulars, and the like. Our purpose is to provide our employees with a concise answer and give them enough information to contact the appropriate office or staff element for more detail data if needed. Most if not all Administrative Policy Bulletins will be incorporated into the revised Headquarters Administrative Manual (HAM) to be published by mid December of this year.

FOR THE ADJUTANT GENERAL:

RICHARD E. BEARDSLEY
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Director of Administration

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